

Tool and Equipment Control at the RI Training School

RI Department of Children, Youth and Families
Division of Juvenile Corrections: RI Training School

Policy: 1200.0855

Effective Date: March 1, 2011

Version 1

The RI Training School (RITS) has a system that governs the control and use of tools as well as maintaining them in a safe, proper and secure manner. The Chief of Maintenance serves as the tool control officer for the RITS and maintains the master tool inventory for the facility. Supervisory staff maintain and monitor the tool inventory for his/her area of responsibility.

Related Procedure

[Tool and Equipment Control at the RI Training School](#)

Related Policy

[Culinary Equipment](#)

[Unusual Incident Report](#)

Tool and Equipment Control at the RI Training School

Procedure from Policy 1200.0855: Tool and Equipment Control at the RI Training School

- A. The Chief of Maintenance maintains the Master Tool Inventory for the RI Training School (RITS).
 - 1. Upon the addition of a tool, the Chief of Maintenance is notified and adjusts the master tool inventory.
 - 2. Broken or obsolete tools are identified and removed from the master tool inventory.
- B. The administrator of each operational area or designee maintains an inventory of tools used in their area.
 - 1. Staff do not bring personal tools into the facility.
 - 2. Tools are kept in a secure manner.
 - 3. Tools that can cause serious injury or death are kept in a locked box when not in use.
 - 4. Tools are returned to the appropriate inventory each day.
 - 5. At the end of each shift, the inventory is reconciled.
 - a. The Chief of Maintenance or designee reconciles the Master Inventory.
 - b. Each administrator or designee reconciles the inventory for his/her area of responsibility.
- C. Tools utilized by residents are carefully controlled and monitored at all times.
 - 1. Tools are accounted for prior to the resident leaving the area.
 - 2. Within the Education Program, tools and equipment that can cause death or serious injury are locked in a cabinet, issued in accordance with a prescribed system and monitored by staff identified in writing.
 - 3. Culinary tools are managed in conformance with DCYF Policy 1200.0838, Culinary Equipment.
 - 4. Residents participating in vocational programs, working in the kitchen or returning from the clinic are scanned via metal detector prior to returning to other parts of the facility.
- D. Private vendors performing service, maintenance, repair or construction within the secure perimeter of the RITS report to the Master Control Center (MCC).
 - 1. The vendor brings only those tools that are necessary to the job into the facility.
 - 2. The vendor complies with all posted rules and staff direction while in the facility. Vendors with on-going contracts are oriented to facility rules at the outset of the contract period.
 - 3. The MCC counts and documents on the Tool Check List the tools to be brought into the facility.
 - 4. Staff from the area in which the service is needed escorts the vendor to the work site and provides constant supervision.
 - a. The Maintenance Department provides technical assistance to private vendors as necessary.
 - b. The MCC documents the name of staff providing supervision of the vendor in the Log Book.
 - 5. Private vendors do not interact with residents or allow residents access to tools.
 - 6. Supervising staff secures the area upon completion of the work, counts and documents the tools removed on the Tool Check List and escorts the vendor to the MCC.
 - 7. The MCC counts and documents the tools the vendor is removing from the facility on the Tool Check List. Any discrepancy is reconciled immediately.
- E. If a tool is lost, a search is conducted as soon as possible to locate the lost item.

1. The Superintendent, Administrator on Call, Administrator of the operational area and Chief of Maintenance are notified.
 2. A report is submitted in conformance with [DCYF Policy 1200.0827, Unusual Incident Report](#).
- F. Paragraphs A – E are consistent with American Correctional Association Standards 3-JDF-3A-23 and 3-JTS-3A-23.